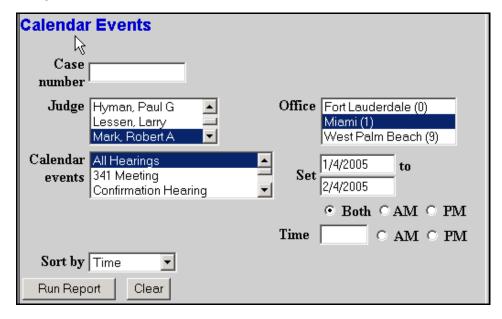
apter IV
Queries and Reports
etion 3
Reports - Calendar Events

This procedures describes the steps in which to print a Calendar Events report. This report provides a list of all scheduled events for both bankruptcy main and adversary cases. The user selects the criteria in which to run this report.

- STEP 1 Select **Reports** from the main menu.
- STEP 2 The **Reports Events** screen will display.
 - ♦ Click **Calendar Events** and the following report options will display.
 - For our example, a report will be run for a selected judge, all hearings, office and using the calendar button select the date range. Click Run Report.

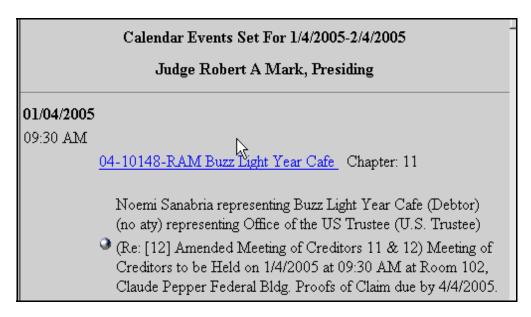


- Case Number Enter the complete Case Number to obtain a report for a specific case. This is not a required field, the default is blank; leaving it blank will produce a report for all cases for other selected criteria.
- ◆ Judge Scroll through the list to select and highlight the Judge, if desired. The default is blank, which means a report will include cases for all judges if none is specified. Select more than one judge by holding down the Ctrl key and clicking on additional judge names.

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- ♦ Office The user must select and highlight an Office. Select more than one office by holding down the Ctrl key and clicking on additional offices.
- ♦ Calendar Events The default is All Hearings. Other categories may be selected by scrolling through the list and highlighting a desired event. Select more than one event by holding down the Ctrl key and clicking on additional event names.
- ♦ Set The Set field defaults to the current date or next working day. Enter the desired day or date range (can be past or future dates). Select Both, AM or PM and enter a Time if desired (default is blank and is not required). Leaving the time blank will result in a report containing all events, regardless of time, on the specific date selected.
- ♦ Sort by The Sort field allows the report to be sorted by Time, or by Office and Time.
- ♦ Click Run Report or Clear to default to system's

STEP 3 The Calendar Events Report screen will display.



The case number is a hyperlink to the docket. Viewing the docket requires a PACER login for access.

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♦ Clicking on the silver ball next to the docket entry will display a Related Proceedings Report, which identifies any docket event(s) linked to this event. For our example, document 13 is related to document 12. Clicking on the document 12 hyperlink will provide the PDF image via a PACER login for access.

Related Proceedings Report

Case Number: 4-10148 Buzz Light Year Cafe (docket entries only)

Filing Date # Docket Text

11/19/2004 13 (Re: [12] Amended Meeting of Creditors 11 & 12) Meeting of Creditors to be Held on 1/4/2005 at 09:30 AM at Room 102, Claude Pepper Federal Bldg. Proofs of Claim due by 4/4/2005. (USBC, NS)

Related Proceedings:

Filing Date # Docket Text

11/19/2004 12 (Re: [11] Meeting of Creditors Chapter 11) Meeting of Creditors to be Held on 1/4/2005 at 10:00 AM at Room 102, Claude Pepper Federal Bldg. Proofs of Claim due by 4/4/2005. (USBC, NS)

Calendar Text: RE: Doc #13; Amended Meeting of Creditors 11 & 12